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# TOWN OF BURLINGTON

## Meeting Posting

Email Posting to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you  
Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

DEPT./BOARD: Burlington High School Building Committee & Burlington School Committee

DATE: May 9, 2024

TIME: 6:30 p.m.

PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA & Webex (Virtual)

The public can also access this meeting via WebEx Technology (see below). The Burlington High School Building Committee will hear public comments in person and virtually. Meetings are also broadcast live on Burlington Cable Access TV (BCAT) and video/audio recordings are being made.

This meeting/hearing of the Burlington High School Building Committee will be held in-person at the location provided on this notice. Members of the Public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. If you are participating remotely, please identify yourself by typing your name on the screen in advance and verbally once you are identified to speak. We request you please turn on your camera. Comments and statements are limited to 3 minutes.

**Join from the meeting link**

<https://townofburlington.webex.com/townofburlington/j.php?MTID=mb6e4e8a7760035bfc616928c17184e80>

Meeting number (access code): 2340 074 3751

Meeting password: Burlington





# TOWN OF BURLINGTON

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*Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)*

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### Agenda

1. Call to Order & Pledge of Allegiance
2. Town Clerk Swearing in of SBC Members
3. Approval of April 11, 2024, Meeting Minutes (vote expected)
4. Invoices and Commitments for Approval (vote expected)
5. Public Comment
6. Tappe Architects – Project Update
7. Working Groups
8. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
9. Public Comment
10. Next Meetings
11. Adjourn



**SCHOOL COMMITTEE / SCHOOL BUILDING COMMITTEE  
MEETING MINUTES**



Project: Burlington High School  
 Subject: School Building Committee Meeting  
 Location: BHS/Webex Conference Call  
 Distribution: Attendees, Project File

Project No:  
 Meeting Date: 4/11/24  
 Time: 6:30 PM  
 Prepared By: R. Rincon

Present	Name	Affiliation	Present	Name	Affiliation
✓	Katherine Bond*	SBC Chair		Mike Burton	DWMP
✓	Christine Monaco*	SBC Vice Chair		Christina Dell Angelo	DWMP
✓	Jeremy Brooks*	SBC/SC Member	✓	Steve Brown	DWMP
LATE	Melissa Massardo*	SBC/SC Member		Mike Cox	DWMP
✓	Meghan Nawoichik*	SBC/SC Member	✓	Terry Hartford	DWMP
✓	Eric Conti*	Superintendent		Rachel Rincon	DWMP
✓	Lisa Chen*	Asst. Superintendent		Charlie Hay	Tappe
✓	Nichole Coscia	Business Manager	✓	Christopher Blessen	Tappe
✓	Bob Cunha	Director of Operations	✓	David Gould	Tappe
✓	Mark Sullivan	BHS Principal			
	Joe Attubato	Dir. of Support Services			
	Neil Guanci	Maintenance Manager			
	John Danizio	Town Accountant			
	Paul Sagarino Jr.	Town Administrator			
✓	Doug Davison	Ways & Means			
✓	Wendy Czerwinski	BHS Teacher			
	Laura Maida	BHS Teacher			
	Tom Regan	BHS Teacher			
✓	Gail Pinkham	Parent			
✓	Christopher Campbell	Parent			
✓	Mimi Bix-Hylan	Parent			
✓	Martha Simon	SBC Member			
	Colin Irwin	BHS Student			
	Esther Ma	BHS Student			

Item No.		
5.1	<p><b>Call to Order &amp; Pledge of Allegiance:</b> 6:34 meeting was called to order by SBC Chair K. Bond with 5 of 5 voting members in attendance.</p>	Record
5.2	<p><b>Approval of March 14, 2024 Minutes (Vote Expected):</b>  A motion to approve the March 14, 2024, meeting minutes made by J. Brooks and seconded by L. Chen. Discussion: None. Roll Call Vote: J. Brooks – Yes, K. Bond – Yes. E. Conti – Yes, L. Chen – Yes. Abstentions: C. Monaco – Abstain, M. Nawoichik – Abstain. All in Favor. Motion passes. Minutes approved. 4-0-2</p>	Record
5.3	<p><b>Invoices and Commitments for Approval (Vote Expected):</b>  A motion to approve Dore &amp; Whittier Invoice No. 5 in the amount of \$18,000.00 made by C. Monaco and seconded by M. Nawoichik. Discussion: None. Roll Call Vote: J. Brooks – Yes, C. Monaco – Yes, M. Nawoichik – Yes, K. Bond – Yes. Abstention: None. Motion passes, vote approved, 4-0-0.</p>	Record
5.4	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
5.5	<p><b>Enrollment Projection (Vote Expected):</b></p> <ul style="list-style-type: none"> <li>➤ T. Hartford explained that to create a space summary, an enrollment projection is necessary, following the standard set by the MSBA. They feel it's appropriate to adopt this standard to provide the design team with a parameter.</li> <li>➤ In recent Statements of Interest (SOIs) submitted to the MSBA, the projection has consistently been 950 students.</li> <li>➤ During the previous SBC meeting, the committee had requested additional information and data to support the 950-enrollment projection.</li> <li>➤ Dr. Conti provided projected enrollment in grade combinations from 2019 to 2030, sourced from the New England School Development Council.</li> <li>➤ T. Hartford pointed out that while the average number of students is just under 930, projecting forward for the next five years suggests a figure closer to 970.</li> </ul> <p>Dr. Conti shared that using the NESDC projections is calculated differently than the MSBA's method. However, it seems reasonable to increase the enrollment projection from 950 to 1,000 due to larger classes anticipated in the future.</p> <ul style="list-style-type: none"> <li>➤ Non-Educational Programming will need to address enrollment projections for Pre-K. This will be addressed during working group discussions, as it is a crucial aspect to account for. Presently, the Pre-K enrollment stands at 110.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ E. Conti inquired about the potential impact of increasing the enrollment projection by 50 students on the square footage. C. Blessen responded, explaining that while there would be some effect, the current number already</li> </ul>	Record

	<p>incorporates some extra space. Increasing it to 1,000 would provide a buffer for future fluctuations. E. Conti expressed confidence in justifying a projection of 1,000 given the projections.</p> <ul style="list-style-type: none"> <li>➤ J. Brooks voiced agreement with Dr. Conti and suggested considering additional padding, especially in light of the Mall Road district rezoning. He suggested a comfortable figure of 1,000 but proposed padding further, perhaps by 20-50 students, with an upper limit of 1,100. When asked if he'd be comfortable with 1,100, J. Brooks affirmed.</li> <li>➤ C. Monaco concurred with J. Brooks, citing potential changes on Mall Road as a factor. K. Bond echoed agreement with both J. Brooks and C. Monaco.</li> <li>➤ T. Hartford urged caution, noting that increasing enrollment from 950 to 1,100 represents a significant jump of about 20%. This would directly impact square footage figures, which are crucial for community understanding.</li> <li>➤ K. Bond inquired about the square footage difference with an additional 100 students. C. Blessen explained that for every 25 students added, another classroom plus support space is needed, equating to about 1,200 square feet per 25 students.</li> <li>➤ J. Brooks cautioned against excessive square footage increases, as they come with added costs.</li> <li>➤ K. Bond suggested a compromise between 950 and 1,200 students, settling on 1,100.</li> <li>➤ M. Bix-Hylan raised concerns about the discrepancy between actual enrollment growth and proposed projections, citing only 58 new students enrolled in Burlington public schools since 2009.</li> <li>➤ D. Davidson emphasized the need to consider square footage costs and advocated for a compromise.</li> <li>➤ M. Sullivan shared enrollment statistics, indicating 60 new enrollments at the high school but also 30 departures, finding M. Bix-Hylan's figure of 58 surprising.</li> </ul> <p><u>Vote:</u></p> <ul style="list-style-type: none"> <li>➤ A motion to approve BHS Statement of Interest Enrollment Projection of 1,100 for use in the Preliminary Design Program. made by C. Monaco and seconded by M. Nawoichik. Discussion: None. Roll Call Vote: J. Brooks – Yes, K. Bond – Yes. C. Monaco – Yes, M. Nawoichik – Yes, M. Massardo – Yes. Abstentions: None. All in Favor. Motion passes. Vote approved. 5-0-0</li> <li>➤ The Advisory Committee agrees.</li> </ul>	
5.6	<p><b>Alternate Sites</b></p> <ul style="list-style-type: none"> <li>➤ T. Hartford explained they reviewed all of the town owned properties using Patriot Properties and searching for “Town of Burlington” as the “owner.”</li> <li>➤ Then filter sites to show 22+ acres of land.</li> <li>➤ 12 sites met the criteria.</li> <li>➤ Of those 12:</li> </ul>	Record

	<ul style="list-style-type: none"> <li>• 5 are Schools (Fox Hill, Meadowbrook, Francis Wyman, Marshall Simonds, BHS)</li> <li>• 3 are Conservation (Mill St., Locust St., Mountain Rd.)</li> <li>• 2 are Water Stations (Middlesex Tpk, Terrace Hall)</li> <li>• 1 is Recreation (Route 3)</li> <li>• 1 is "Taking for High School" (L McGinnis Dr) – Associated with current site/Meadowbrook</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ J. Brooks highlighted that the only potential additional space would be vacant office space, which would require significant investment for land acquisition and building refurbishment. T. Hartford inquired about any large vacant office spaces in town. They expressed interest in exploring such spaces to assess their suitability. E. Conti offered to connect T. Hartford with the development officer, noting numerous office buildings that could be repurposed as classrooms.</li> <li>➤ M. Massardo inquired about the size of the Senior Center/original high school site. T. Hartford confirmed it is less than 22 acres.</li> </ul>	
5.7	<p><b>Tappe Architects – Project Update</b></p> <ul style="list-style-type: none"> <li>➤ C. Blessen provided an update on Tappe’s work plan.           <ul style="list-style-type: none"> <li>○ Geotech has commenced on-site marking locations for borings.</li> <li>○ Traffic engineers have been present to observe traffic patterns.</li> <li>○ Surveyors began their work this week.</li> <li>○ Point Cloud scanning is underway, aiming to provide precise measurements of every wall, window, door, etc., facilitating the creation of a digital model of the building for concept and scheme manipulation.</li> <li>○ Engineers will be in the building next week to assess systems, technology, etc., taking advantage of the students' vacation.</li> <li>○ Following tonight's meeting, the team will begin crafting the space summary for 1,100 students.</li> <li>○ Visioning sessions have commenced this week and will continue.</li> </ul> </li> <li>➤ C. Blessen emphasized that the detailed calendar view offers more comprehensive information regarding Tappe's activities.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ M. Nawoichik raised the point that a DSC Program (Developmental Skills Program) is not discussed under "other" in the non-educational programming section of the document, where other special education programs at the high school are listed. M. Nawoichik emphasized the importance of including the DSC in the space planning to ensure proper planning and congruency to the district’s growing need for K-12 (vertical) alignment of the DSC program.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ M. Simon countered, suggesting that the DSC program should be considered part of the educational program.</li> <li>➤ Additionally, M. Simon brought up the previous extensive HVAC feasibility study conducted for the building, expressing a desire to avoid paying for redundant reviews.</li> <li>➤ C. Blessen clarified that "non-educational" refers to elements not typically included in the standard space template used for developing typical high school programs.</li> <li>➤ M. Nawoichik noted that DSC Program is an educational program, yet specialized programs are organized under "other" in the document under review.</li> </ul>	
5.8	<p><b>Working Groups:</b></p> <ul style="list-style-type: none"> <li>➤ C. Blessen outlined the 9 working groups as follows:           <ul style="list-style-type: none"> <li>○ Sustainability</li> <li>○ Design</li> <li>○ Facilities Assessment</li> <li>○ Ed Planning/Learning Technology</li> <li>○ Site Logistics</li> <li>○ Community Outreach</li> <li>○ Interior Design</li> <li>○ Exterior Design/Landscaping</li> <li>○ Financial Bonding</li> </ul> </li> <li>➤ Furthermore, C. Blessen presented a spreadsheet indicating the level of commitment required from each working group.</li> <li>➤ T. Hartford noted that this is a revised version of the original working groups. Although members volunteered for more groups, it's typical for working groups to consist of 3-4 people each. Exceeding this number would transition the group from a working group to more of a general meeting. However, the aim is to include all interested parties, so adjustments can be made accordingly based on individual preferences. These slides will be circulated to SBC members for review, and updates will be made based on feedback.</li> <li>➤ T. Hartford added that some meetings will be held remotely during the day, around lunchtime, to accommodate those who are working and to ensure inclusivity.</li> <li>➤ C. Blessen stated that these groups will provide reports at SBC meetings, with members of each group presenting their findings.</li> </ul> <p><b>Meet the Team</b></p> <ul style="list-style-type: none"> <li>➤ D+W and Tappe have suggested holding a hybrid information session before the end of the school year. During this session, the project team would provide a brief presentation to introduce themselves, explain the project process, and give the high school project its own voice.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Dr. Conti emphasized that, up to this point, discussions about the high school have primarily focused on financial aspects rather than the necessity for the building. There is a need to change the framing and make it an exciting community conversation. It's important for people to be aware that the project is happening and to know how they can get involved.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ K. Bond noted the importance of ensuring that the new member of the School Committee has an opportunity to review the working groups and choose any she would like to participate in.</li> <li>➤ Additionally, K. Bond stated that she will contact Amy Warfield to confirm whether agendas need to be posted for these groups.</li> <li>➤ M. Massardo clarified that while these groups are not subject to open meeting laws, they can still be posted for transparency purposes.</li> <li>➤ Dr. Conti reiterated the need to shift the discussion about the high school from purely financial to emphasizing the necessity and excitement surrounding the project, fostering community involvement.</li> <li>➤ K. Bond agreed, highlighting the success of the video concept for Fox Hill and the importance of generating excitement about the high school project and its significance to the community.</li> <li>➤ C. Monaco cautioned against overshadowing other ongoing projects like Fox Hill and the Police Station, which are also important for the community.</li> <li>➤ C. Campbell suggested showcasing Burlington High School through the decades via pictures or videos to build support and pride, while also highlighting areas that need modernization for competitive education.</li> </ul>	
5.9	<p><b>Schedule/Timeline:</b></p> <ul style="list-style-type: none"> <li>➤ PDP – July 2024</li> <li>➤ PSR – November 2024</li> <li>➤ Schematic Design – August 2025</li> <li>➤ Fall Town Meeting – September 2025</li> </ul>	Record
5.10	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ K. Bond informed the group that Amy Warfield would be attending the next SBC meeting to swear in remaining advisory committee members.</li> </ul>	Record
5.11	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
5.12	<p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ May 9, 2024 @ 6:30 p.m.</li> <li>➤ June 13, 2024 @ 6:30 p.m.</li> <li>➤ July 11, 2024 @ 6:30 p.m.</li> <li>➤ August 8, 2024 @ 6:30 p.m.</li> <li>➤ September 12, 2024 @ 6:30 p.m.</li> <li>➤ October 10, 2024 @ 6:30 p.m.</li> </ul>	Record



	<ul style="list-style-type: none"><li>➤ November 14, 2024 @ 6:30 p.m.</li><li>➤ December 12, 2024 @ 6:30 p.m.</li></ul>	
4.13	<b>Adjourn:</b> 7:42 PM a motion was made by M. Massardo and seconded by C. Monaco to adjourn the meeting. Roll Call Vote: C. Monaco - Yes, J. Brooks - Yes, M. Massardo - Yes, M. Nawoichik K. Bond - Yes. None. Motion passes, vote approved, 5-0-0. Adjourn.	Record

Sincerely,

**DORE + WHITTIER**

Rachel Rincon

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.

May 9, 2024



**Burlington High School Project**  
**School Building Committee Meeting #6**  
**May 9, 2024, 6:30 PM**

1. Call to Order & Pledge of Allegiance
2. Town Clerk Swearing-In of SBC Members
3. Approval of April 11, 2024, Meeting Minutes (vote expected)
4. Invoices and Commitments for Approval (vote expected)
5. Public Comment
6. Tappé Architects – Project Update
7. Working Groups
8. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
9. Public Comment
10. Next Meetings
11. Adjourn

## 2. Town Clerk Swearing-In of SBC Members

## 3. Approval of Previous Meeting Minutes

1. April 11, 2024 Meeting Minutes – approval (vote required)

**\*Motion to approve BHS  
Previous Meeting  
Minutes**

## 4. Invoices and Commitments for Approval

1. Dore & Whittier Invoice No. 6 April-24 in the amount of \$18,000.00
2. Tappé Invoice No. 1 in the amount of \$42,855.00

**\*Motion to approve invoices**

# 4. Invoices and Commitments for Approval

**Dore and Whittier Management Partners, LLC**

Please send payments to;  
212 Battery Street  
Suite 1  
Burlington, VT 05401

Town of Burlington  
123 Cambridge Street  
Burlington, MA 01803

Invoice number 00006  
Date 04/30/2024

Project 23-0130 BURLINGTON HIGH SCHOOL,  
BURLINGTON, MA

Attn: Nichole Coscia, Business Manager

For Date Range: April 1 to April 30, 2024

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
<b>Project Initiation &amp; Pre-Designer Selection</b>	60,000.00	60,000.00	0.00	0.00	60,000.00
<b>Feasibility</b>	200,000.00	30,000.00	18,000.00	152,000.00	48,000.00
<b>Schematic Design</b>	190,000.00	0.00	0.00	190,000.00	0.00
<b>Total</b>	<b>450,000.00</b>	<b>90,000.00</b>	<b>18,000.00</b>	<b>342,000.00</b>	<b>108,000.00</b>

Invoice total **18,000.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00005	03/27/2024	18,000.00		18,000.00			
00006	04/30/2024	18,000.00	18,000.00				
<b>Total</b>		<b>36,000.00</b>	<b>18,000.00</b>	<b>18,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**Tappé Architects, Inc.**  
Six Edgerly Place  
Boston, MA 02116  
www.tappe.com  
617-451-0200

Nichole Coscia  
Business Manager  
123 Cambridge Street  
Burlington, MA 01803

May 1, 2024  
Invoice No: 240409

Project A2404.00 Burlington High School Study

**Professional Services from April 1, 2024 to April 30, 2024**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility Study	308,600.00	13.8869	42,855.00	0.00	42,855.00
Schematic Design	450,000.00	0.00	0.00	0.00	0.00
Extra Services	191,400.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>950,000.00</b>		<b>42,855.00</b>	<b>0.00</b>	<b>42,855.00</b>
					<b>42,855.00</b>
				<b>Total this Invoice</b>	<b>\$42,855.00</b>

cc: Terry Hartford  
thartford@doreandwhittier.com

Approved By: \_\_\_\_\_

# 5. Public Comment





# 6. Tappé Architects – Project Update

## BURLINGTON HIGH SCHOOL - MAY 2024 DETAILED WORK PLAN



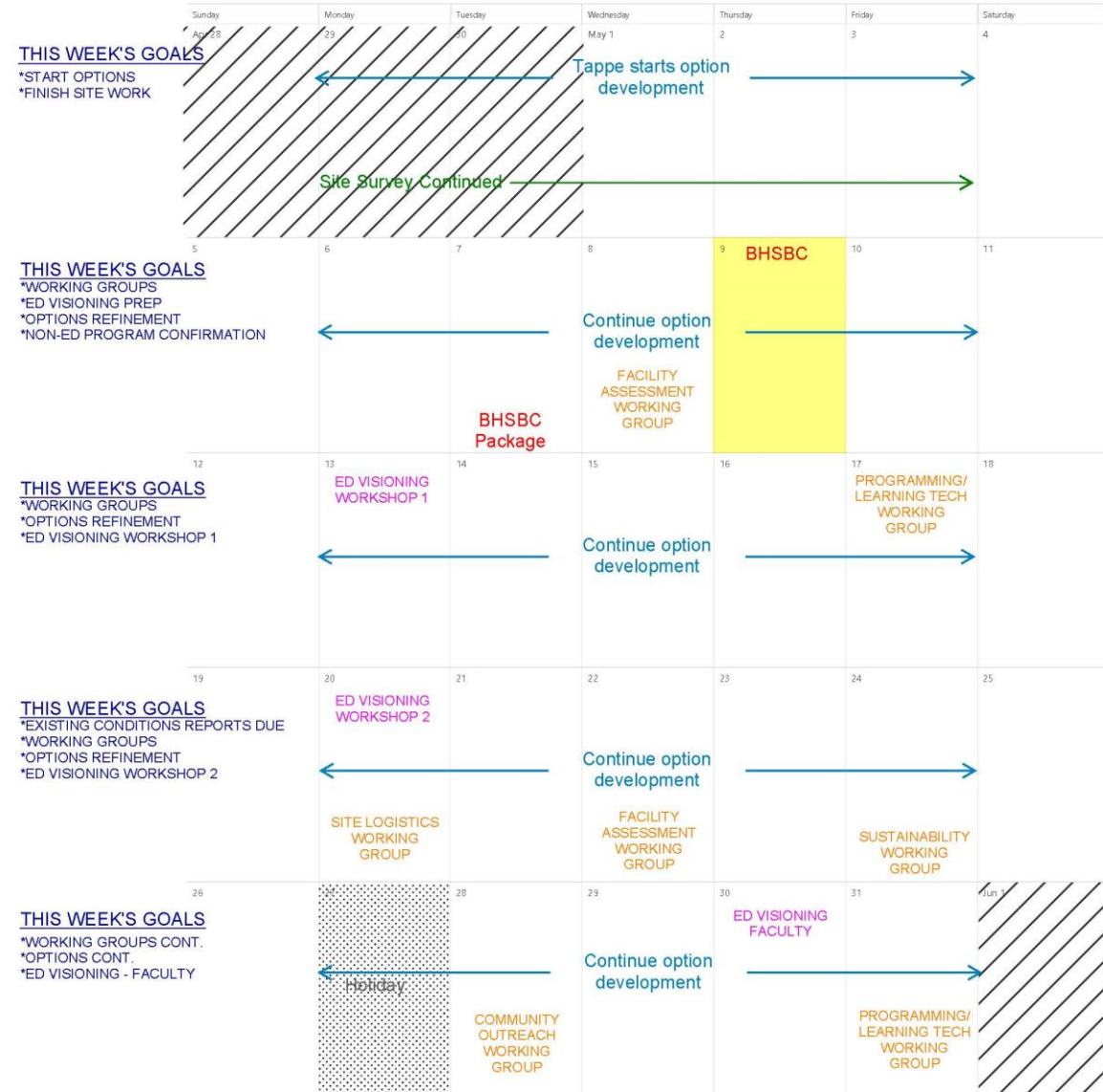
### May Brief:

With the condition of the existing building becoming fully clear and the feasibility of systems, structures and site is understood, May will bring on a lot of blue sky thinking and discovery of all available options to the district.

### May 9<sup>th</sup> - Potential Building Committee Actions

- Establish and confirm non-ed strategy for planning
- Working Group Reports
- Existing Conditions Update

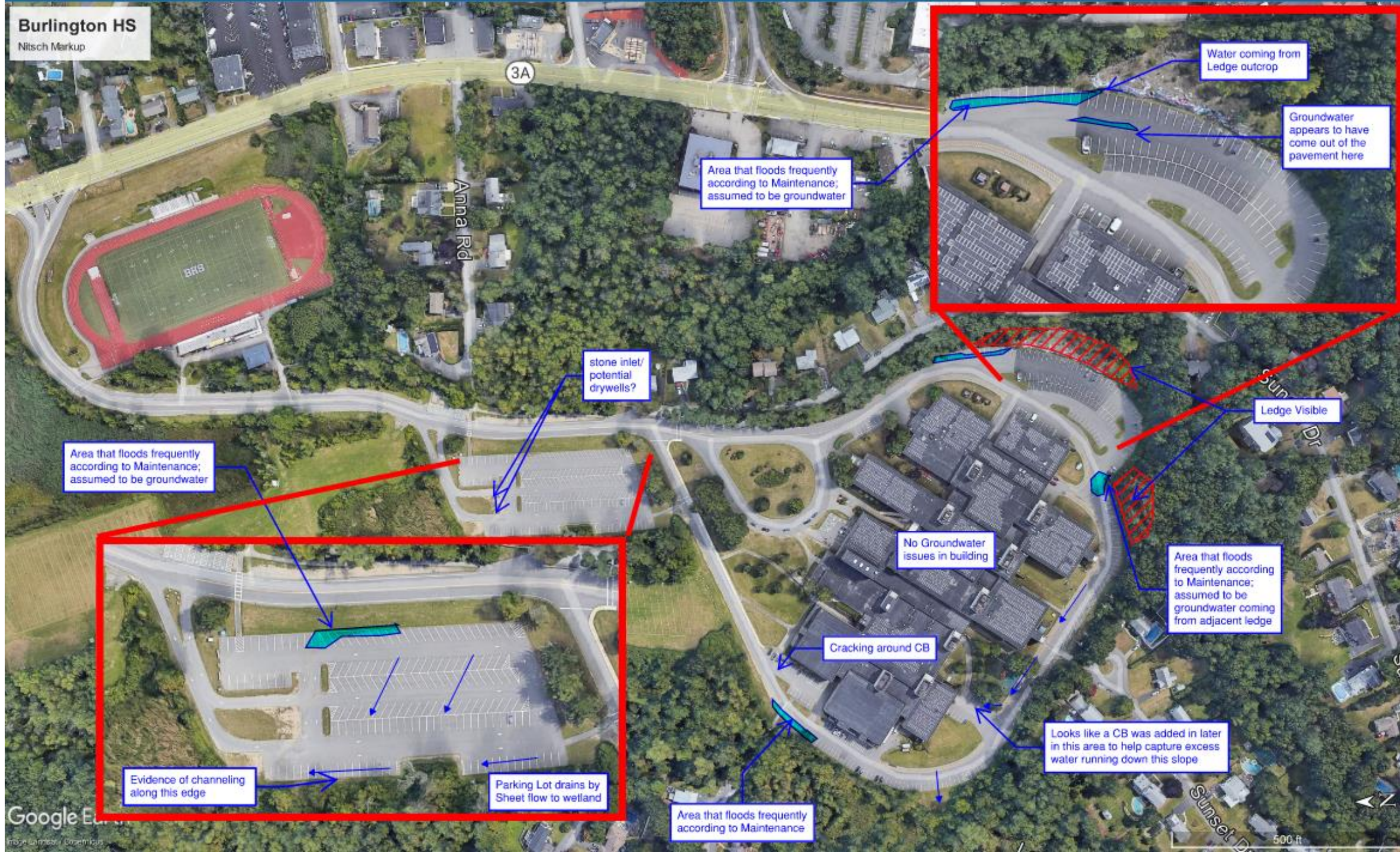
### NOTES:





# Burlington HS

Nitsch Markup



3A

Anna Rd

Water coming from Ledge outcrop

Groundwater appears to have come out of the pavement here

Area that floods frequently according to Maintenance; assumed to be groundwater

stone inlet/potential drywells?

Area that floods frequently according to Maintenance; assumed to be groundwater

Ledge Visible

No Groundwater issues in building

Area that floods frequently according to Maintenance; assumed to be groundwater coming from adjacent ledge

Cracking around CB

Looks like a CB was added in later in this area to help capture excess water running down this slope

Evidence of channeling along this edge

Parking Lot drains by Sheet flow to wetland

Area that floods frequently according to Maintenance

Sunset Dr

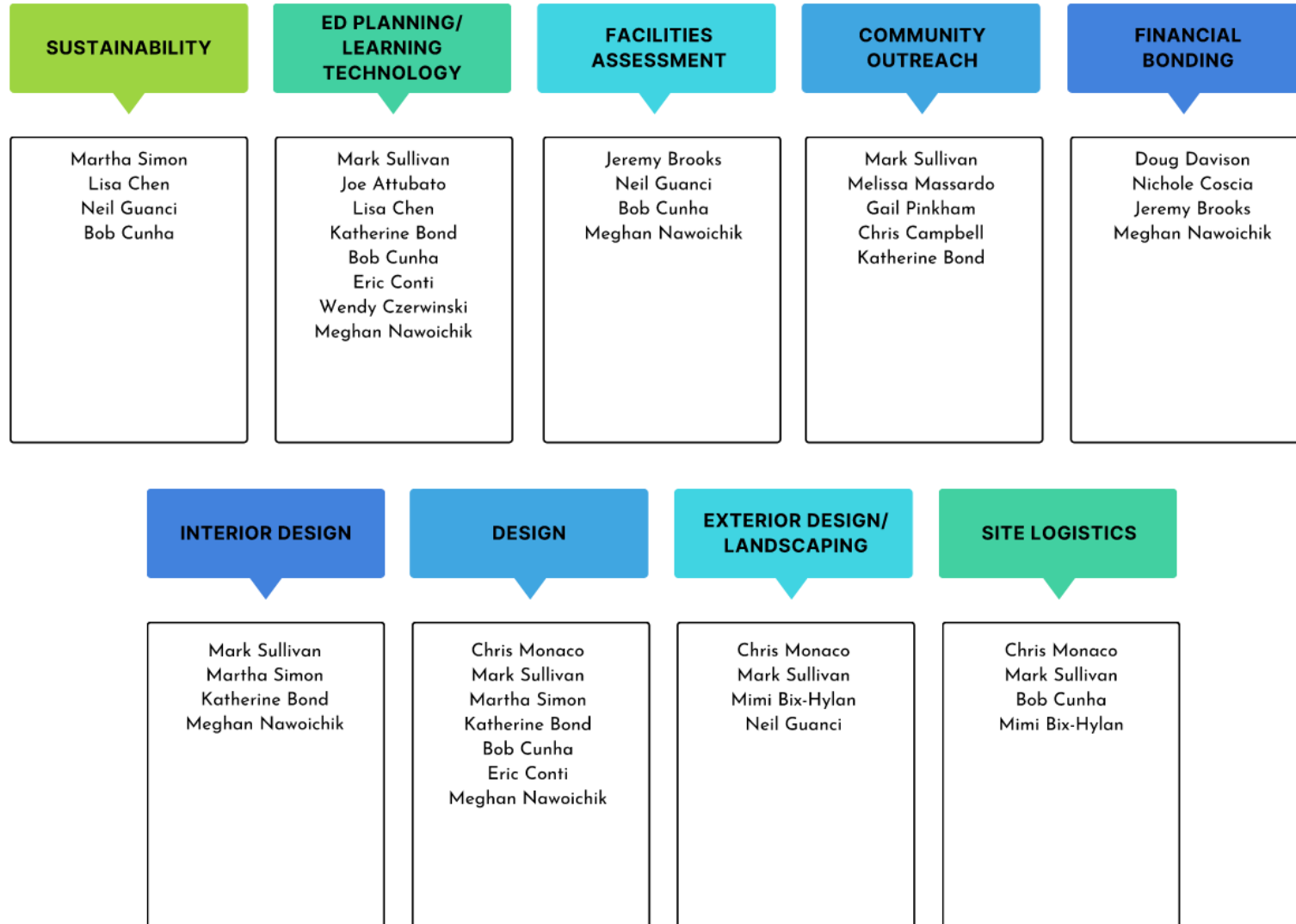
500 ft





# 7. Working Groups

## BHS Working Groups



# Remaining Agenda Items

8. Other Topics not Reasonably Anticipated 48 hours prior to the meeting

9. Public Comment

10. Next meetings – refer to following slide

11. Adjourn

# 10. Upcoming Meetings

- June 13, 2024 @ 6:30 p.m.
- July 11, 2024 @ 6:30 p.m.
- August 8, 2024 @ 6:30 p.m.
- September 12, 2024 @ 6:30 p.m.
- October 10, 2024 @ 6:30 p.m.
- November 14, 2024 @ 6:30 p.m.
- December 12, 2024 @ 6:30 p.m.

**Cost Effective**

**Thoughtful**

**Collaborative**

**Detailed**

**Committed**

**Creative**

**Experienced**

**Proactive**